



**BOARD OF ELECTIONS
COUNTY OF SUFFOLK**

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**Request For Bids
Transportation of Voting Equipment and Storage of Privacy Booths.**

Questions and Answers

Q. Is a standby truck needed? Currently NYC BOE requires a truck to be on standby the duration of the early voting and the day of the election to cover areas if a piece of equipment breaks down, if a site needs any additional items. If a standby truck is required, is it billed under a Truck and a man?

A. **No, a "standby truck" is not needed.**

Q. Do we deliver police bags to the precincts?

A. **No.**

Q. The contract requires 14 trucks. If we decide to add on more trucks where is that billed under a truck and a man?

A. **The contractor does not determine the number of trucks to be utilized by the Board for an Election and thus, cannot "add on more trucks." The contract requires up to 14 trucks, the total number of which will be determined by the Board. If there is mutual agreement to utilize more than 14 trucks for an election, billing per truck will remain the same, i.e. on an hourly basis which includes a driver and a helper.**

Q. How far in advance do we need to send routes to Yaphank to pull for delivery?

A. **Generally 3 days.**

Q. What are the hours of operation to pick up the equipment for delivery/retrieval at Yaphank?

A. **Generally 9 am to 4:30 pm. If circumstances warrant, hours can be extended from 8 am to 5 pm.**

Q. On the Sunday when the early voting is completed, all equipment must be delivered back to Yaphank. What are the hours of operation on that day?

A. **Equipment is to be returned to the Board on the Monday following close of early voting, not Sunday. Hours are generally 9 am to 4:30 pm.**

Q. Do the election sites keep extended hours to accommodate for the pickup/deliveries?

A. **Not generally, although occasional requests have been accommodated in the past due to extenuating circumstances.**

Q. What are the (ballpark) opening and closing times of the sites?

A. **9 am to 4:30 pm although hours may vary depending upon the facility. There are approximately 15 to 20 poll sites that have more restrictive hours.**

Q. Can we load our trucks the day/night before and leave truck at our secure site overnight?

A. **No.**

Q. If we do multiple trips (aka spins) in a day how far advanced notice do you need to pull necessary equipment?

A. **That same day. The Board programs the voting machines by Town beginning with the 5 eastern Towns. The Board strives to have all voting machines in each Town ready for transport by the time transport begins. On occasion, there may be machines in one of the 5 western Towns that are not ready to transport on the first day. Board staff will communicate and coordinate with the Contractor prior to the election concerning transport.**

Q. How far in advance will we receive the transmittals?

A. **Approximately one week prior to an election, the Board will send the final list of polling places to be utilized for an election. Other than Special Elections, dates for Federal Primary, Primary and General Elections are publicly available in January. The Board will usually know, which polling places, if any will be utilized, at least 30 days prior to a Primary Election.**

Q. Can we create and use a separate Pricing Form/Rate Sheet for the Auxiliary Elections. (Invoices paid by the Schools) or put an increase % in the BOE delivery rates for the Auxiliary Elections?

A. **No, the contractor must transport Voting Equipment to Third Party Entities, including School Districts, at the same rates in the Contract with the Board. Third Party Entities are mandated to use the Board's Contractor to transport Voting Equipment as a condition of use and cannot competitively procure such services. Currently, due to the low volume, the Board transports Voting Equipment to all Third Party Entities utilizing Voting Equipment EXCEPT School Districts.**